

MAINE REVENUE SERVICES
ELECTRONIC FUNDS TRANSFER APPLICATION
INSTRUCTIONS

General information: Taxpayers with an annual liability of \$200,000 or more for individual income tax withholding or \$400,000 or more for other taxes are required to remit tax payments electronically. Payroll processing companies must remit electronically for all clients regardless of whether those individual clients are mandated. Maine Revenue Services encourages voluntary participation by taxpayers who do not meet the minimum threshold for mandatory participation.

1. Please indicate for which EFT method you are applying.
ACH debit. A taxpayer may make payments using the ACH debit method by authorizing Maine Revenue Services to electronically transfer tax payments from the taxpayer's deposit account to the Maine Revenue Services' deposit account. The authorization is initiated through a telephone call to MRS's electronic withdrawal payment system. This telephone payment system allows taxpayers to arrange for debit payments with effective dates up to 15 days in the future.
ACH Credit. A taxpayer may use this method by authorizing their bank to withdraw the tax payment from the taxpayer's deposit account and transfer it to the State's account.
2. Please provide the applicant's legal name, business trade name, mailing address, and employer's identification number or social security number if ownership is sole proprietor. Also provide the name, telephone number, fax number and e-mail address for a contact person who can address questions pertaining to EFT transactions. Please notify the EFT Unit if there is a change to any of this information.
3. Provide the name, address and telephone number of the financial institution holding the account that you will use for these EFT payments.
- 4a. Debit method applications must include your bank's routing transit number, the type of bank account, and your bank account number. Service bureaus or other third parties that remit tax payments from their accounts on behalf of other companies may not use the ACH debit method (see below).
- 4b. Service bureaus, tax preparers or other third parties who remit tax payments for other companies must use the ACH credit method. If you remit taxes for multiple other companies, only one application needs to be submitted.
5. Tax payment type means the tax you want to pay electronically.

<u>Tax Payment Type</u>	<u>Account Number</u>
Sales	7 character seller's (sales tax) number
Use	7 character use tax number
Gasoline	7 character gasoline number
Special Fuel Supplier (SFS)	11 character SFS number (or company EIN)
Withholding (WH)	11 character WH number (or company EIN)
Combined WH & Unemployment	11 character WH number (or company EIN)
Unemployment	11 character WH number (or Unemployment number)
Fiduciary	use company EIN on application
Insurance Premium	use company EIN on application
Fire Investigation & Prevention	use company EIN on application
Cigarette	use company EIN on application
Tobacco Products	use company EIN on application
Corporate	use company EIN on application
Individual Income Tax (Debit Method Only)	Social Security Number(s)

If you are a service provider, please check with the EFT Unit before providing a list of clients. The list may not be necessary.

6. The application must be signed by an authorized person. It may be submitted by mail or by fax. If you would like EFT program and banking information faxed back to you, please note your request on the application. Otherwise, the information will be mailed. Please allow at least two weeks to receive program instructions in the mail. In certain cases, the EFT Unit may request additional information.

Please contact the EFT Unit of Maine Revenue Service if you need assistance.
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